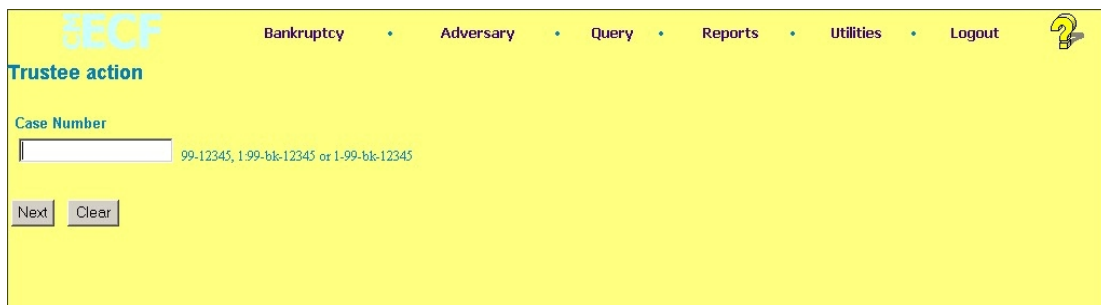


FILING A DOCUMENT/DOCKETING- TRUSTEE/US TRUSTEE
****EXAMPLE: NOTICE OF INTENT TO SELL PROPERTY****

The following instructions will guide you through the process of filing and docketing a document in the “Trustee/US Trustee” events in the Electronic Case Filing (ECF) system.

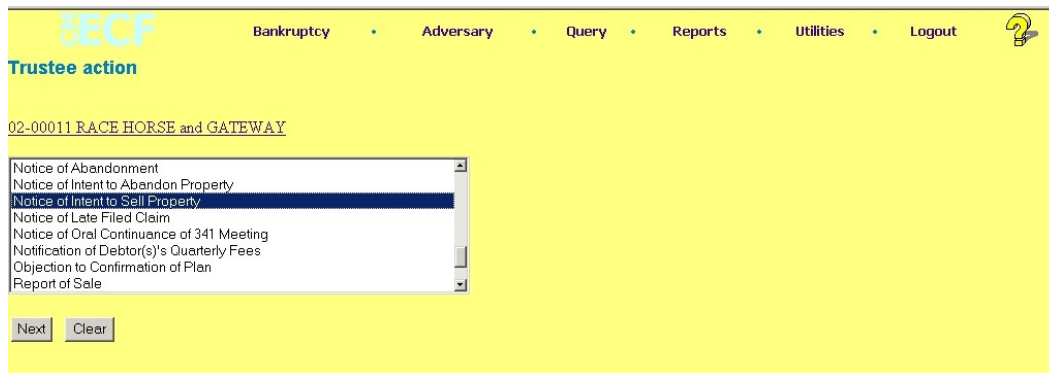
STEP 1 Select **Bankruptcy** from the Main Menu, and then click on **Trustee/US Trustee** hypertext link.

STEP 2 The **Case Number** entry screen appears.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow banner at the top left says "Trustee action". Below this, there is a section titled "Case Number" with a text input field. To the right of the input field, it says "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 3 This screen allows you to select the type of pleading being filed.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow banner at the top left says "Trustee action". Below this, there is a section titled "Case Number" with a text input field. To the right of the input field, it says "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

STEP 4 Select the Party screen appears:

- ◆ Click on the name of the Trustee filing the Notice of Intent to Sell Property.
- ◆ Click on **Next**.

STEP 5 The attorney/party association screen appears.

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

STEP 6 Select the PDF Document screen appears:

02-00011 RACE HORSE

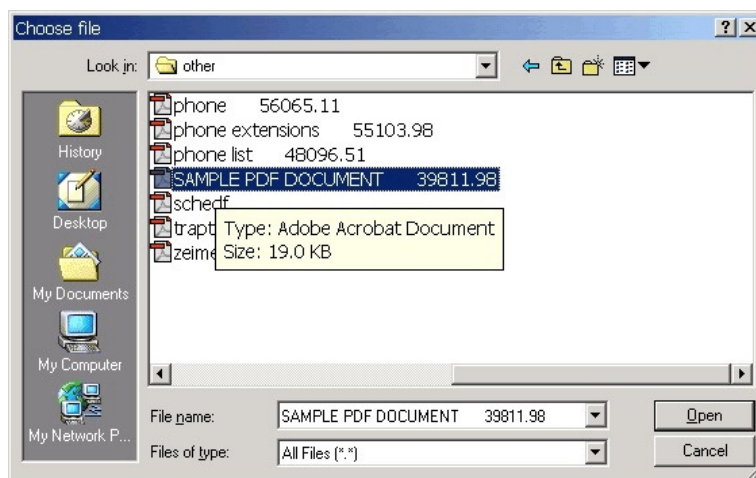
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
W:\imaging\other\SAMPLE PDF DOCU Browse...

Attachments to Document: ☐ No ☒ Yes

Next Clear

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document

- ◆ Double Click or Click on **Open**. The following screen appears:

02-00011 RACE HORSE

Select the **pdf** document (for example: C:\199cv501-21.pdf)

Filename
W:\imaging\other\SAMPLE PDF DOCU

Attachments to Document: ☐ No ☒ Yes

If there are attachments to document, e.g. exhibit, appendix, etc.

- ◆ Click on the radio button next to **Yes**.
- ◆ Click on **Next**.

STEP 7 Select one or more attachments screen appears. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf)

Filename
W:\imaging\other\SAMPLE PDF DOCU

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Affidavit"/>	<input type="text" value="Joe Banker, First Citizens Bank"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.
- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.

- ◆ Once all attachments have been added, click on **Next**.
If there are no attachments to document:

- ◆ Click on **Next** and the following screen appears.

The screenshot shows the ECF Trustee action screen. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the text 'Trustee action:' is followed by '02-00011 RACE HORSE and GATEWAY'. A horizontal line separates this from the next section, which displays 'objection due date: 01/5/2003'. At the bottom of this section are two buttons: 'Next' and 'Clear'.

***NOTE** the 10 days to object to the Motion will be automatically calculated in ECF. This date **CANNOT** be modified. Click on **Next**.*

STEP 8 Docket Text: Modify as Appropriate screen appears.

The screenshot shows the ECF Docket Text: Modify as Appropriate screen. It features the same navigation bar as the previous screen. Below the 'Trustee action:' header, the text '02-00011 RACE HORSE and GATEWAY' is displayed. A horizontal line separates this from the 'Docket Text: Modify as Appropriate.' section. In this section, there is a dropdown menu with a downward arrow, followed by the text 'Trustee's Notice of Intent to Sell'. To the right of this text is a text box containing '2001 Ford Taurus'. Further right, it says 'Filed by RICHARD SAMSON . Objection Due by 1/5/2003. (SAMSON, RICHARD)'. At the bottom of this section are two buttons: 'Next' and 'Clear'.

To add a prefix to docket text of motion/application:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.
- ◆ **To add additional text, i.e., description of property:**
- ◆ Click in the second box.
- ◆ Type in any additional description of motion/application.
- ◆ Click on **Next** to continue

Verify docket entry as it appears on screen.

- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

STEP 9 Docket Text: Final Text screen appears.

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Trustee action:
02-00011 RACE HORSE and GATEWAY

Docket Text: Final Text
Trustee's Notice of Intent to Sell 2001 Ford Taurus Filed by RICHARD SAMSON. Objection Due by 1/5/2003. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.



The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]